

# NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (NNRLHRC)

## MINUTES - Draft

<b>PRESENT:</b>	
Felicia Tyler	LHRC Member, Chair
Deborah Elliott	LHRC Member, Co-Chair
Robin Rukin	LHRC Member, Secretary
Timothy Jones	Office of Human Rights
Patricia Bills	Alexander House
Suzanne Loughman	C.A.T.C.H
Jackie Randall	Chessen and Associates
Christopher Taggart	Cornerstone Support Services
Stacy Grimes	Family Solutions
Mina Malok	Five Star Living
Sueann Anderson	Brighter Futures
Juanita Austin	Guiding Young Girls
Matthew Bradley	Heart & Soul
Valdimir Handy	Inner Circle
Paul Kirkham	Newport News Behavioral Health Center
Carey Chappell	Newport News Behavioral Health Center
Barbara Gaddy	Newport News Behavioral Health Center
Lavar Reynolds	Newport News Behavioral Health Center
Jill Adrian	Newport News Behavioral Health Center
Pierre Ames	Opportunities for Growth
Ernest Farrell	Residential Living Options
Barbara Farrell	Residential Living Options
Clarence Mayo	Faith Hope Care Provider
<b>ABSENT:</b>	
Robert Thompson	LHRC Member

### **I. CALL TO ORDER**

The meeting was called to order by Ms. Tyler, Chairperson at 2:00pm.

### **II. REVIEW OF THE MINUTES**

The minutes for the April 9, 2013 meeting were reviewed. A motion was made by D. Elliott to accept the minutes as written. Motion was seconded by R. Rukin. Vote was taken, all in favor.

The agenda for the July 9, 2013 meeting was reviewed. A motion was made by R. Rukin to approve the July 9, 2013 agenda with the following changes:

#### **OLD BUSINESS:**

- a. Newport News Behavioral Health Center to brief and request approval for their new girl's trauma unit service, with the recommendations from the April 9, 2013 meeting.

## NEW BUSINESS:

- a. Newport News Behavioral Health Center to brief and request approval for a Telephone, Visitation, and Mail Variance.
- b. Newport News Behavioral Health Center to brief and request approval for two revised policies: Resident Telephone Use and Visitation Policies
- c. Family Solutions to brief and request approval for their revised Confidentiality policy
- d. Residential Living Options to brief and request approval for their new Intermediate Care Group for Intellectual Disability.
- e. Guiding Young Girls to inform NNRLHRC of new site location (same service)

## III. OLD BUSINESS

Topic: Newport News Behavioral Health Center to brief and request approval for their new girl's trauma unit service, with the recommendations from the April 9, 2013 meeting.

Action: A motion was made by R. Rukin to approve the new girl's trauma unit at Newport News Behavioral Health Center, with the recommended adjustments from the April 9, 2013 meeting. Motion was seconded by D. Elliott. Vote was taken, all in favor.

## IV. NEW BUSINESS

Topic: Newport News Behavioral Health Center to brief and request approval for a Telephone, Visitation, and Mail Variance.

Action: NNRLHC recommends that the Telephone and Visitation Variances to be presented to the State Human Rights Committee.

Topic: Newport News Behavioral Health Center to brief and request approval for two revised policies: Resident Telephone Use and Visitation Policies.

Action: Recommended change to the Resident Telephone Use Policy: Inform the Human Rights Advocate of the reasons for any restriction prior to implementation and the reasons for the restriction shall be documented in the resident's chart record.

Action: Recommended change to the Visitation Policy: If pat downs are refused after visitation, it will be addressed at the next treatment team meeting.

Topic: Family Solutions to brief and request approval for their revised Confidentiality policy

Action: No motion required. Confidentiality policy is a personnel policy not patient related.

Topic: Residential Living Options to brief and request approval for their new Intermediate Care Group for Intellectual Disability.

Action: A motion was made by R. Rukin to approve the new Intermediate Care Group for Intellectual Disability. Motion was seconded by D. Elliott. Vote was taken, all in favor.

Topic: Guiding Young Girls to inform NNRLHRC of new site location (same service)

Action: No motion required. New site location (same service): 101 W. Plum St.,  
Norfolk, VA 23510

## **V. ADVOCATE'S REPORT**

All programs should be using the new CHRIS system as of June 1, 2013; all incidents need to be placed into the CHRIS. If future assistance or training is needed, visit <http://www.dbhds.virginia.gov/CHRIS%20Help.htm>. As a reminder all complaints, abuse allegations, serious incidents, and deaths are now reported on CHRIS. When inputting an abuse allegation, the accusation tab needs to be filled in, even if the allegation is unfounded. The peer or staff needs to go into that tab, (example: the peer that struck his/her fellow peer would be placed in the accusation tab. Or if a staff touched or stuck a patient that staff would be placed in the accusation tab). At the bottom of the allegation page there is a box for what action is being taken, this is not being completed. Don't forget to fill out all areas on the investigation page and notification section. If there was a corrective action plan required, you will need to complete the section, "reason for corrective action plan." If these sections are not completed OHR cannot close the case.

Mr. Jones reminded the committee that a consumer board member position was still needed. He stressed that if the position is not filled by October NNRLHRC could be disbanded, and all affiliates would be out of compliance. If an affiliate has a candidate they would like to be considered for the position, applications can be found on the DBHDS website or you may notify Mr. Jones so he can provide an application.

Mr. Jones handed out a fact sheet regarding capacity evaluations and authorized representatives (AR). This fact sheet can aid you whenever you need to have an AR placed.

## **VI. STANDING REPORTS**

Topic: **General Information**

Discussion: Affiliates were asked to bring any issues that include resident information to be heard in closed session. The following affiliates read aloud their quarterly reports to the board members and OHR:

- Alexander House
- C.A.T.C.H
- Chesson and Associates
- Cornerstone Support Services
- Family Solutions
- Five Star Living
- Brighter Futures
- Guiding Young Girls
- Heart and Soul
- Inner Circle
- Newport News Behavioral Health Center
- Opportunities for Growth
- Residential Living Options

- Faith Hope Care Providers

**VII. PUBLIC COMMENT : None**

**VIII. CLOSED SESSION**

Motion: At 3:23pm, R. Rukin moved that the NNRLHRC go into executive session, pursuant to Virginia Code 2.2-371(A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to review serious incidents from Family Solutions and Newport News Behavioral Health Center, pursuant to the regulations. D. Elliott seconded the motion.

**IX. RECONVENED IN OPEN SESSION**

Motion: At 4:15pm, a motion was made by D. Elliott to reconvene into Open Session. Motion seconded by R. Rukin and each member so certified that to the best of each members knowledge only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session.

**X. LOCAL HUMAN RIGHTS COMMITTEE RECOMMENDATIONS**

**Family Solutions** – Correct quarterly report and provide to OHR NLT Jul 31<sup>st</sup>.

**Newport News Behavioral Health Center** – Recommend Telephone and Visitor Variances be presented to State Human Rights Committee on October 25<sup>th</sup>, 2013, with the recommended changes by the NNRLHC. Justification of Telephone and Visitation Variances needs to be sent to the State Human Rights Committee 2 weeks prior.

The Mail Variance was not approved for presentation to the State Human Rights Committee.

**XIII. NEXT SCHEDULED MEETING**

<p>The next regular NNRLHRC meeting is scheduled for Tuesday, October 8, 2013 at 2:00pm at Newport News Behavioral Health Center. Refreshments provided by Chesson &amp; Associates.</p>
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**XIV. ADJOURNMENT**

Ms. Tyler adjourned the meeting at 4:30pm

RESPECTFULLY SUBMITTED: Felicia Tyler, Chairperson

FT/jma